

## **Staff Induction Policy Whole School and EYFS**

### **Rationale**

At Parsons Green Prep School, we recognise that the induction of new staff is vital to the ethos of the school. We operate as a team offering support and encouragement to each other and this should start from a new member of staff's first introduction and carry on throughout their time at Parsons Green Prep.

### **Aims:**

- to provide a supportive and welcoming ethos for new staff members
- to introduce new staff to the school and the school's working practices
- to familiarise new staff with the physical layout and resources within the school
- to provide new staff with information pertinent to their role within the school
- to provide training in child protection, health and safety, first aid and fire and evacuation.

### **Induction Period**

The induction period refers to the first two terms of employment and includes orientation provided by the mentor, policies and procedures which are delivered by coordinators, and roles, responsibilities and expectations which are covered in a meeting with the headteacher.

### **Induction visit**

Once appointed, any member of staff should be encouraged to visit the school prior to taking up appointment with us. During this meeting or on arrival at the school, the new member of staff should be issued with the following information:

- a copy of the Staff Handbook
- a copy of the school prospectus
- a copy of the Parents' Handbook
- a full list of and access to the school's policies
- contact details for their appointed mentor

Class teachers will be invited to meet your new teacher day, which will take place at the end of the summer term before employment commences in September.

### **Orientation**

Orientation will cover any information regarding the day-to-day running of the school, the physical surroundings, the location of resources and who to go to for any information that is needed to carry out the responsibilities in the job description. The orientation will be provided by an appointed mentor who will provide encouragement, support and day-to-day advice on the routines of the school, curriculum planning and resources etc. In the case of a new teacher we will endeavour to nominate a mentor who is teaching a class at the same stage or at a stage as close to the new teacher's stage as possible. For new teaching assistants, the class teacher will usually act as mentor and complete the induction checklist.

The mentor will provide advice and support throughout the induction period to include the following:

- introduction to the staff team
- school ethos (aims, values, policies, structures etc.)
- local area and amenities

- layout of the school
- school security
- daily routine and timetables
- room responsibilities
- duty rota
- location of school resources
- the classroom (management, organisation, behaviour, assessment, planning and record keeping)
- computing log-on, printing, photocopier and, and T drive
- registration of children
- communication with parents (information for parents, book bags, parents' evenings etc.)
- staff communications procedures including email
- dates for the diary and term dates
- after-school clubs
- any further questions arising from school policy and procedures.

The mentor should meet with the new member of staff every day during their first week of employment and once every half-term to review the induction checklist. The frequency of any further support meetings should be mutually agreed. New members of staff can contact their mentor in person or by email. Should mentors feel that there is anything they are not able to cover or anything they feel should be addressed by another member of staff, they should contact their key stage coordinator/line manager to arrange this.

### **Policies and procedures**

The school policies are available for all staff to access on the T drive and in the staffroom. The policies are updated annually and reviewed in staff meetings. For new members of staff, policies and procedures will be covered by their key stage leaders, the headteacher or the responsible coordinator in one-to-one meetings or staff meetings.

The following policies and guidance will be covered during the induction period:

- Able, Gifted and Talented
- Assessment, Record Keeping and Reporting
- Anti-bullying
- Behaviour
- Complaints
- Curriculum
- Displays
- English as an Additional Language (EAL)
- Educational Visits
- E-safety
- Fire and Evacuation
- First Aid, Accident and Medication
- Health and Safety
- Missing and Uncollected Child
- Homework
- Pastoral Care
- Performance Management
- Risk Assessment
- Safeguarding



- Spiritual, Moral and Social and Cultural (SMSC)
- Special Educational Needs and Disabilities (SEND)
- Staff Handbook
- Style Guide
- Teaching and Learning

Once a policy has been covered the new member of staff should sign and date the policy on the induction checklist. This checklist will be checked by the mentor each half-term and any gaps should be reported to the school administrator so that they can be completed.

### **Training**

At the start of employment all staff are given the school Safeguarding Policy and a copy of Keeping Children Safe in Education Part 1 with Annex A. Staff are also given the Staff Code of Conduct (appendix 5 of the Safeguarding Policy) and the Whistleblowing Policy. All staff are taken through the basic safeguarding training sheet (appendix 4 of the Safeguarding policy.) Staff are also given training on E-safety, The Prevent Duty and Fire Procedure.

### **Roles, responsibilities and expectations**

In the first half-term the new member of staff will meet with the headteacher, who is responsible for providing support and encouragement, in addition to a monitoring and evaluation role that is essential to the new staff member's successful development within the school. The roles, responsibilities and expectations are set out in the job description provided by the school. The new staff member will meet with the headteacher to cover the following:

- roles responsibilities and expectations required in order to complete a successful probationary period
- performance management
- scheduling a lesson observation

A meeting to review the above will be scheduled in their second half of term which will include:

- headteacher feedback from the lesson observation
- employee feedback from the induction period so far
- review of roles, responsibilities and expectations required in order to complete a successful probationary period
- target setting for the remainder of the academic year

### **Recording**

During the induction period, the new member of staff and their mentor will be responsible for completing and signing off all areas of the induction checklist (see attached appendix 1).

### **Staff Meetings**

The views of any new staff members are actively sought at staff meetings and they are encouraged to contribute to the positive debate within the school.



	Before employment	First term			Second term	
		First week	First half of term	Second half of term	First half of term	Second half of term
	Mentor					
	Safeguarding and KCSIE part 1	Safeguarding	Assessment	Anti-bullying	KS coordinator	KS coordinator
Date and signature						
	Health and safety	Behaviour	Curriculum	Pastoral	Assessment	
Date and signature						
	Whistleblowing					
Date and signature						
	Behaviour		Educational visits and risk assessment	AGT		
Date and signature						
	Assessment	Homework	Missing uncollected and child policy	SMSC		
Date and signature						
	Teaching and learning	Displays		Performance management		Performance management
Date and signature						
	Staff handbook	First aid	Roles responsibilities and expectations	KS coordinator meeting		



Appendix 1

- Policy Meeting
- Online training
- Lesson observation

Date and signature						
	Homework	Fire and evacuation	Complaints/concerns	Lesson observation	Lesson observation	Lesson observation
Date and signature						
	Anti-bullying	Teaching and learning which includes marking KS leaders	Marketing and style guide			
Date and signature						
	Safeguarding		Health and safety			
Date and signature						
	Fire					
Date and signature						
	E-safety		E-safety			
Date and signature						
	First aid		EAL			
Date and signature						
	Food hygiene		SEND			
Date and signature						



I confirm that all of the above have been discussed, shown to or shared with the newly appointed member of staff during their induction period.

**Headteacher:**.....

**Signature:**.....

**Date:**.....

**New member of staff**.....

**Signature:**.....

**Date:**.....

**Mentor:**.....

**Signature:**.....

**Date:**.....



<b>This policy will be reviewed annually</b>		
Reviewed: September 2010	By: J Richardson	None
Reviewed: September 2011	By: J Richardson	None
Reviewed: November 2012	By: M McLachlan	Changed the order of paragraphs on mentoring for flow and continuity
Reviewed: February 2013	By M McLachlan	Inclusion of Staff Code of Conduct to Induction package
Reviewed August 2014	By Pippa Hogg-Andrews	Induction period extended to one term, induction training included
Reviewed April 2015	By Neil Christey Checked By: Helen Stavert	School name changed. Health and Safety training added in last point of Aims.
Reviewed: 1 September 2016	By Neil Christey	Induction period extended to two terms. New induction check list. Removed the mentors check list and replaced with guidance



Reviewed 1 September 2017	By Neil Christey Checked by Tim Cannell	Included a section on training to include safeguarding, e-safety, Prevent, code of conduct, whistleblowing, and fire procedure.
Next review: 1 January 2018	By: Neil Christey	